



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 15-08

OPEN TO: ALL INTERESTED CANDIDATES
(Current employees serving a probationary period are not eligible to apply)

POSITION: **Public Health Specialist (Surveillance), FSN-11, FP-04***

OPENING DATE: March 05, 2015

CLOSING DATE: March 19, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$22,441.00 per annum starting salary (Position Grade: FSN-11)
*Not-Ordinarily Resident (NOR): FP-04 (to be confirmed by Washington)

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The U.S. Embassy is seeking a qualified individual for the position of **Public Health Specialist (Surveillance)** within Centers for Disease Control and Prevention Office.

BASIC FUNCTION OF POSITION:

The Public Health Specialist (Surveillance) is the Ebola and other emerging diseases survey and disease surveillance portfolio manager. Job holder is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance systems and the conduct of large, complex surveys designed to measure Incumbent will work closely with the Field Epidemiology Training Program (FETP) to develop in-country capacity on range of surveillance technical needs. Ebola prevalence and other indicators of importance to evaluating the impact of Ebola control programs. Carrying out these functions requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to facilitate communication and maintain collaborative working relationships with partner organizations. Job holder reports directly to the CDC Country Director or other official in charge of Strategic Information (SI) and plays an active leadership role in technical working groups and/or the Multi-sectored Technical Group.

QUALIFICATIONS:

1. Masters (Master of Public Health (MPH), Master of Science Public Health (MSHP) Degree or host country equivalent in public health, medicine, public health policy, epidemiology, demography, or behavioral science is required.
2. Five years of mid- to senior-level public health experience in the management and development of epidemiological surveillance and/or large scale surveys of disease prevention, treatment, or care programs are required.
3. Level IV (fluency - speaking/reading/writing) in English is required.
4. Job holder is required to have detailed knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data. This includes knowledge of the principles, theories and practices of USG and internationally recognized standards for surveillance and survey regulations and procedures. Detailed knowledge of the host government health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Good working knowledge of overall administrative requirements in development and support of grants, contracts, memoranda of understanding and cooperative agreements is required.
5. Strong analytical skills to readily understand and discuss new surveillance program design, management, and implementation approaches are required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Excellent oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare substantive and analytical reporting. Strong management skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Excellent overall computer skills (keyboarding with both speed and accuracy) and advanced skill levels in use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS) is required. Excellent numerical skills for manipulating and reporting statistical data is required. Experience in the setting of computer software development standards, specifications and guidelines as well as experience working within already set standards to implement IT solutions is required. The incumbent must exercise tact in applying agency guidelines to unique and different public health surveillance activities, as surveillance programs and surveys are highly complex and can be threatening to stakeholders. Must have the ability to persuade others, ingenuity and innovation to influence collaborative organizations engaged in disease prevention, treatment and care programs to adopt appropriate strategies for improving the surveillance and survey process.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, (231) 776-777211)

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. Knowledge will be tested.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application:**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work

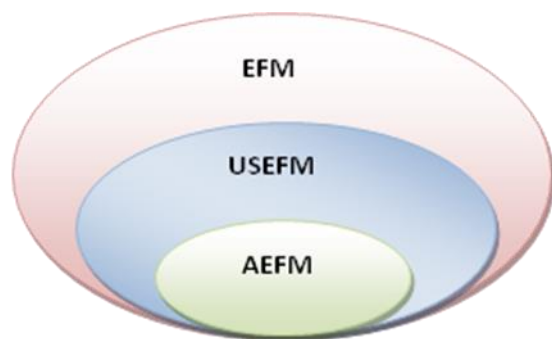
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO:

Human Resources Office
Attention: **Public Health Specialist (Surveillance)**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia
Or Email to Monrovia-Recruitment-DL@state.gov

Drop in application box at Gate #3 the old compound. The Universal Application Form (DS-174) can be picked up at Gate 3 or the Human Resources Office (for employees only) or accessed on line.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil

Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (March 19, 2015)

The US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HRA: MBHarris
Cleared: HRO: ASHirsch
Cleared: CDC: PDougherty
Cleared: A/FMO: RDAcuff
Approved: MGT: RDAcuff
[Signed copy with HR Office]